

	Portales Police Department	SOP #	305.01
	Standard Operating Procedure & Policy	PER. #	05.01-05.04
	Career Development		
1700 N. Boston St. Portales NM, 88130		Approval:	Pat Gallegos, Chief of Police
(575) 356-4404			

I. The Portales Police Department has established training requirements for all sworn personnel. Each of these requirements differ from each other the higher the rank. These training requirements also coincide with the New Mexico Law Enforcement Academy advanced training requirements or department approved equivalent. The officer should track his/her current hours of advanced training and provide copies of all certificates to the Training Sergeant. The officer may request Department evaluation of his/her training files through his/her supervisor for verification of the current level of certification. These levels include:

A. Intermediate (Minimum of 200 hours required)

1. Two years experience, non-probationary status at time of application
2. 200 cumulative hours of advanced police training (beyond basic and maintenance training)

B. Advanced (Minimum of 400 cumulative hours required)

1. Four years experience, non-probationary status at time of application
2. 400 cumulative hours of advanced police training and/or formal education (beyond basic and maintenance training)

C. First-Line Supervisor (Minimum of 500 cumulative hours required)

1. Must have held rank of Corporal or Sergeant with one year in rank
2. Completion of a DPS accredited First Line Supervisor course (40 hours minimum)

D. Command (Minimum of 700 hours required)

1. Must have held rank of Lieutenant with one year in rank
2. 100 hours of management training and/or formal education

E. Executive (Minimum of 800 cumulative hours required)

1. Must have held rank of Chief, Assistant Chief, Sheriff, Under-Sheriff, Director or Deputy Director with one year in rank OR,
2. Majors and Captains who report directly to department head and have one year in rank.
3. 200 cumulative hours of management and/or administrative training and/or formal education.

II. INCENTIVE PAY

A. Officers may receive incentive pay for the following:

1. Instructor Certifications
2. Associates Degree
3. Bachelor's Degree
4. Master's Degree
5. Field Training Officer (FTO) Certification
6. Bilingual Spanish

B. Non-sworn personnel may receive incentive pay for the following:

1. Bilingual Spanish
2. Associated Degree
3. Bachelor's Degree
4. Master's Degree
5. Advanced Training Certificates

III. REVIEW OF PROGRAM

The Department will review and revise this policy every two years if necessary.

IV. ADVANCED TRAINING

- A. When an employee is promoted to a new position the Department will seek out and make available advanced management training.
- B. The Portales Police Department encourages all sworn personnel of all ranks to obtain higher levels of certification. The Department also requires that all officers get advance training, which coincides with the New Mexico Law Enforcement Academy advanced training requirements.
- C. The training Sergeant will maintain training files of each employee in Department.

- D. The department maintains an ongoing inventory of skills, knowledge, and abilities by keeping record of the department employees training.